



Principals' Training Center

PTCnet Survey Summary

TOPIC:	Evaluation of Leaderships and Administrative Teams
QUERY:	Thank you to those who responding to this survey about the process of evaluation of administrative teams, including principals. The results are most interesting.
QUERY SUBMITTED AND COLLATED BY:	Sara Ibrahim
TOTAL NUMBER OF RESPONSES:	14
Date conducted	2-1-16

Responses:

See below.

Evaluation of Leadership and Administrative Team (Responses)

What school are you providing information for?	What is the population of students at your school?	How many Leadership team members do you have at your school?	How often does your school evaluate the administrative staff per academic year?	Who evaluates the support staff?	Who evaluates the leadership team members such as Managers, Directors, Academic Controllers and Assistant Principals?	Who evaluates the Principals?
Dresden International School	490	Director Primary Principal Secondary Principal Assistant Principal/DP Coordinator Assistant Principal/MYP Coordinator Assistant Principal/PYP Coordinator Assistant Principal/EYP Coordinator	Once	Office Manager	360 evaluation by all relevant students and members of staff	360 evaluation by all relevant students and members of staff
The British International School Jeddah	Secondary 650	4	Ongoing informally	Ongoing, informally	No formalised system	No formalised system
K. International School Tokyo	600 in K to 12	2 Principals 1 VP 3 IB Coordinators 5 Department Heads	Yearly	Education support staff are appraised by the Principals and finalized by the Head of School	Education division by the Head of School Operations division less formally by the Associate Head of School	Head of School
International School Nido de Aguilas - Santiago, Chile	Approximately 1700 PK-12	Nine that are involved with the instructional side of the school.	once (this is only my second year and we have a new headmaster so I don't have much history with this - my evaluation last year was done by the outgoing ES principal the last weeks of school as a formality - although we had rich conversations and some technical advice along the way)	If by support staff you mean non-instructional staff on the academic side such as secretaries and receptionists, then it is the division administration.	Assistant Principals are evaluated by their division principal. I have no direct knowledge of the other positions. There is a form that is similar in format to the teachers which is based on one's own professional development goals more than a set of standards. To my knowledge, there is no formal observation	The Headmaster. I believe it is the same format as the assistant principal, though I have no direct knowledge.
Hong Kong International School	2,660 total (fairly evenly distributed)	the Executive Council are the senior administrators that report to the Head of School: Provost (Assoc. HOS) Dir. HR CFO & Dir. of Busn Services Chief Advancement Officer Dir. Of Facilities	once per year	their direct supervisor	their direct supervisor We use a process of general eval, leadership domain commitments and goal setting with an eval of prior year goal attainment	Provost (Assoc HOS) Same process as other admin: We use a process of general eval, leadership domain commitments and goal setting with an eval of prior year goal attainment

Seoul Foreign School	1500	Senior Admin is 8 HOS Assistant HOS for Academics Assistant HOS for Academics Assistant HOS for Operations HS Principal MS Principal BS Principal ES Principal	We are in the process of building and implementing a new process of evaluation. Senior Admin members do set monthly goals and meet with the HOS to discuss these goals.	Direct line managers	We are in the process of building and implementing a new process of evaluation.	We are in the process of building and implementing a new process of evaluation.
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School	Feedback
Middle and High School Principal ACS Doha International School	The Head of School evaluates the principals, and the Managing Director evaluates the Head of school. We use the Strong Academic Leaders Performance Evaluation System, and it is comprehensive.
BISJ Jeddah Saudi Arabia	I spent a term as acting deputy head here at BISJ. At the end of the period I developed a review using survey monkey as a tool. The plan is that this will be developed as a school method of initial review for members of the SLT. This performance review was designed to act as a staff development opportunity rather than a formal appraisal. The target audience was the rest of the SLT team and the staff who reported directly to me. I found the feedback I received truthful, open and really very useful. I hope this is of some use.
Suzette Julien	We use the eval strong for Principals, Coordinators and Counselors.
International School of Kenya	International School of Kenya: (110 teachers, 35+ Teaching Assistants, 150+ staff) Leadership Team: 5 (Director, 3 principals, Director of teaching and Learning)
Middle School Assistant Principal International School of Kuala Lumpur	We use James Stronge's standards for our principal evaluation. The standards are based entirely on data from research best practice and designed specifically for principals. We also use the Stronge teacher standards for our teachers as well. The Head of School evaluates the principals and the principals evaluate the assistant principals. Directors of Technology, Admissions, Curriculum and Professional Development all are supervised by the head of school.
Lourdes Illescas	We have the same problem, we are using the 360 degree method and we have 4 campuses. What we have been doing is select only a few directors to be evaluated by some people, maximum 6, and rotate them. The more experienced principals focus on the less experienced ones to guide and support them. Even though is still time consuming, it has been more manageable. We value the practice a lot. Also, we shortened the evaluation document.
Ryan Kaplan	Our school is also looking into Administrator evaluation systems
Toby Travis	Attached you will find a copy of the evaluation system we utilize for Principals and other admin. Hope this is helpful to you.